

DD/A
85-3826

DD/A REGISTRY

07 NOV 1985

FILE: 30-10

MEMORANDUM FOR: Director of Communications
Director of Information Services
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM:

Executive Officer to the DDA

SUBJECT: Federal Manager's Financial Integrity Act

REFERENCE:

1. The DDA is required to submit to the Executive Director, a report which is due 20 November, assuring that the controls specified in [redacted] are managed efficiently and effectively. Therefore, please sign the attached form acknowledging your office's internal accounting and administrative controls for FY 1985, and return to me by 15 November 1985.

2. If there are any exceptions, they should be incorporated in the statement, together with an explanation of proposed corrective action.

Attachment

ORIG: DDA/MS [redacted]

/7 Nov 85

- Original - Addressees (w/att)
1 - DDA Subject (w/att)
1 - DDA Chrono (w/o att)
1 - DDA/MS Subject (w/att)
1 - DDA/MS Chrono (w/o att)

85-3826/1

Date: _____

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert A. Ingram
Office of Medical Services

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowledged: _____

Date: _____

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Office of Information Services

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowledged: _____

Date: _____

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Office of Security

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowledged: _____

85-38261

Date: _____

MEMORANDUM FOR: Deputy Director for Administration

FROM: William F. Donnelly
Office of Information Technology

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowledged: _____

25-3826/6

Date: _____

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Magee
Office of Personnel

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowledged: _____

85-3826/7

Date: _____

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Office of Communications

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowledged: _____

85-3826/8

Date: _____

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Office of Training and Education

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowledged: _____

Date: _____

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Office of Logistics

SUBJECT: Internal Accounting and Administrative Control Directive

To the best of my knowledge, the activities taking place during FY 1985 within my office have been appropriately approved and carried out in accordance with law and Agency regulations. Obligations are valid and are supported in accordance with Agency regulations. Expenditures have been properly approved. Due care has been exercised to protect resources from misuse and misappropriation. Activities have been managed in an efficient and effective manner. Internal accounting and administrative controls are operational and effective. Exceptions, if any, are listed on a separate page with an explanation of proposed corrective action.

Acknowledged: _____